

Suggested work plan format including evaluation

1. SEA, LEA, or TEA _____ 2. Priority _____

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| 3. 3 rd year Goal I: | | | |
| 4. 3 rd Year objective 1: | | | |
| 5. Rationale for objective: | | | |
| 6. Measures of accomplishment a. b. c. | 7. Data sources to measure accomplishment a. b. c. | 8. Primary person(s) responsible to gather data | 9. Primary person(s) responsible for accomplishing objective |
| 10. Activities in support of this objective | 11. Primary person(s) responsible for accomplishing activity | | 12. Activity time line |
| a. | | | |
| b. | | | |
| c. | | | |
| d. | | | |

Work Plan Instructions

1. **SEA, LEA, TEA:** the state, city, or territory in which your project takes place.
2. **Priority:** the priority under which your work is funded (e.g. HIV, CSHP, asthma, food safety, YRBS).
3. **3rd year Goal I:** a broad statement of program purpose which describes the expected long-term effects of a program. Goals should address the program's effect in reducing a health problem (e.g. HIV, obesity, tobacco-use prevention), and identify the target population to be affected (e.g. middle school students, school districts, health education teachers). Although only Goal I is specified in the suggested work plan format, you should include all programmatic goals in your work plan.
4. **3rd Year objective 1:** a statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART**, that is, **Specific**, **Measurable**, **Achievable**, **Realistic**, and **Time-phased**. **Specific** objectives include *who* will be targeted and *what* will be accomplished; **measurable** objectives include *how much* change is expected specifically enough that achievement of the objective can be measured through counting or through documenting change or completion; **achievable** objectives can be realistically accomplished given existing resources and constraints; **realistic** objectives address the scope of the problem and reasonable programmatic steps; and **time-phased** objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met. Although we only include the first of the objectives, you should list all objectives that support each goal in your work plan and complete 4 through 12 for each objective.
5. **Rationale for the objective:** why you think the objective will contribute to accomplishing the goal. You may refer to a logic model that shows the objective leading to the desired outcomes or you may provide context that shows why this objective is necessary given your program's resources or constraints.
6. **Measures of accomplishment:** these are the quantifiable criteria that describe how you know if you succeeded in accomplishing an objective. Measures might include target numbers (e.g. 100 middle school health education teachers trained) or they might include quantifiable changes (such as middle school teachers having increased confidence in teaching a health education curriculum after attending a professional development event) or completion of an activity. To the extent possible, measures of accomplishment should be aligned with the *School Health Program Indicators*.

7. **Data sources to measure accomplishment:** data sources might include rosters, phone logs, agendas, surveys, observations, interviews, or focus groups. The data sources are used to assess whether an objective has been achieved and a summary of the data are reported to DASH. The data sources themselves are not provided to CDC. (You do not need to provide meeting rosters from an advisory meeting of school principals, for example. Data sources should be kept, however, and should be available on the request of your project officer during site visits, for example.) Data sources should be summarized to report complete, partial, or unmet objectives in progress reports (only 20, not 40 people attended meetings; participants were school principals as intended, not other school staff; and the intended outcomes of the meetings were achieved).
8. **Primary person(s) responsible to gather data:** who is most responsible to gather and report on the data that measure whether objectives have been accomplished.
9. **Primary person(s) responsible for accomplishing objective:** who is most responsible to accomplish the objective.
10. **Activities in support of this objective:** describe anticipated events that take place as part of a program in support of the objective. Although we include only four activities in the work plan format for each objective, you should list all activities for each objective.
11. **Primary person(s) responsible for accomplishing activity:** who is most responsible to accomplish programmatic activities in support of the objective.
12. **Activity time line:** when you anticipate completing each activity.